



DEPARTMENT OF THE ARMY
HEADQUARTERS, ARMY SUPPORT ACTIVITY
JOINT BASE MCGUIRE-DIX-LAKEHURST
5417 ALABAMA AVENUE
FORT DIX, NEW JERSEY 08640-5000

REPLY TO
ATTENTION OF :


IMNE-DIX-ZA

8 March 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Support Activity – Dix Policy Memorandum #15 - Army Support Activity –
Dix Personnel Reassignments

1. This policy memorandum supersedes Fort Dix Policy #26 Installation Personnel Reassignments, dated 22 July 2009.
2. APPLICABILITY: All military personnel assigned or attached to Army Support Activity (ASA) - Dix. This memorandum delineates responsibilities and procedures to reassign personnel within ASA - Dix.
3. REFERENCES:
 - a. AR 600-8-11, Reassignment, dated 1 May 2007.
 - b. AR 614-200, Enlisted Assignments and Utilization Management, dated 27 June 2007.
4. The Director, Human Resources Military (DHR) has staff responsibility for the proper utilization and management of military personnel on ASA - Dix. The DHR is responsible for ensuring all Soldiers are provided with broad opportunities for career progression and development. The DHR will update Soldier information on the Total Army Personnel Data Base (TAPDB) through the electronic Military Personnel Office (eMILPO).
5. Therefore, all intra-ASA - Dix reassignments will be processed through Directorate of Human Resources Military (HRM). Requests for reassignment will be submitted through command channels to HRM on a DA Form 4187 (Personnel Action). The HRM will review the request for proper utilization, obtain command concurrence when necessary, and publish the necessary orders. Requests for reassignments will be submitted no later than five (5) working days prior to the effective date.


PATRICK J. SLOWEY
Colonel, IN
Commanding

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